



House Manager Information Form

House Manager Responsibilities:

- Consent to undergoing a criminal background check
- Ensure all residents are home by curfew and do room checks before locking up for the night
- All unemployed residents must be up by 9am and job searching by 10am • All residents are drug tested weekly. 2-3 per day, log the results with name, date & status
- Ensure chores are being completed and house is in order
- Do daily check ins with residents, regardless of time sober 5-10 minutes of one on one time
- Thursdays - check in with residents & update progress of appointments needs (dentist/doc/etc)
- Sundays - all residents must complete a GI. One hour to complete this task & then they must be inspected
- General property search must be completed twice a week.
 - Medications must be kept in a lockbox, in a safe. The house manager must unlock the safe, and allow the resident to unlock their lockbox, which only they and the program director know the code to. Upon the unlocking of the lockbox, the house manager must distribute the prescribed dose, and witness the resident take the medication upon administration. House manager must keep a log of medication administration, which they and the resident must sign and date each time medication is administered.

Name of Recovery House Manager: Brandy Hamilton Date of designation as Recovery House Manager: Sept 1, 2021

The Recovery House will notify the Department within 30 days of a change in the Recovery House Manager (initial) (BH).

The Recovery House Manager is responsible for the management of the recovery house, staff and volunteers (BH). (initial)

The Recovery House Manager will complete 6 hours of required training within 6 months of designation and annually thereafter. (BH). (initial)

On this day August 2, 2022, Brandy Hamilton, acknowledge as a new house manager of Savage Sisters Recovery Inc, accept these responsibilities as my duties to carry out on a daily basis.

On this day, Aug 2, 2022, Brandy Hamilton, acknowledge that upon the changing of house manager position, I will notify the department of health in writing within 48 hours.